



276 FOURTH AVENUE  
CHULA VISTA, CA 91910

## EMPLOYMENT OPPORTUNITY

# Educational Services Manager

RECRUITMENT NUMBER: 06703105

SALARY: \$7,172.25 - \$8,717.90/ MONTHLY

FILING DEADLINE: 5 PM, TUESDAY, JUNE 20, 2006

SUPPLEMENTAL APPLICATION REQUIRED ([CLICK HERE TO DOWNLOAD](#))

### POSITION SUMMARY

There is a current opening within the Library for the City's Educational Services Manager. The main function of this position is to plan, organize and direct the activities of the City's STRETCH and DASH After School Program in partnership with the Chula Vista Elementary School District; to oversee and provide highly technical support to the Library's community-based Literacy Team; and to coordinate divisional responsibilities with other Library divisions, City departments and outside agencies, such as the Chula Vista Elementary School District. This position requires rotating site visits via automobile to 32 local public elementary schools throughout the traditional and year-round school years.

### ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: recommend and implement section goals and objectives; establish performance standards and methods for delivery of educational services; develop and implement policies and procedures; plan, develop and oversee the work of staff involved in after school programs and the literacy center; evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities; provide oral presentations to City staff, City Council and various outside audiences on the Library's educational services programs; participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures; participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; serve as a liaison to outside agencies to ensure coordination of after school programs; prepare memorandums of understanding for after school program services; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; serve on various City and community committees and commissions; serve as subject matter expert for grant development to fund educational services programs and the literacy center; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination equivalent to a Bachelor's degree with major course work in education, social services, human services or a closely related field, and five years of experience managing educational programs, which must include one year in a literacy-based school or community program. A Masters degree is highly desirable. NOTE: Possession of a valid California driver's license at time of hire is required.

**Knowledge, Skills and Abilities:** Knowledge of: principles and practices of instructional techniques and curriculum development and California State Department of Education curriculum standards; principles and practices of the acquisition of literacy skills, techniques for teaching literacy skills and assessment methodology for adult and child learners; adult and child learning disabilities and special needs; child and classroom behavior management; principles and practices of research analysis and management; principles and practices of project management and project funding; grant practices and procedures; budgeting procedures and techniques; principles and practices of supervision, training, performance evaluation and progressive discipline; principles and practices of work safety; conflict resolution; pertinent local, State, Federal rules, regulations and laws; English usage, spelling, grammar and punctuation; computer equipment and software applications related to assignment. Ability to: negotiate and resolve issues from a variety of stakeholders, including the City, local school districts, individual schools, parents, children and staff; organize, implement and direct educational services operations and activities; identify, analyze and interpret technical and numerical information; observe and problem solve operational and technical program issues and procedures; interpret and explain pertinent laws, contract requirements and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; communicate clearly and concisely, both orally and in writing; develop and give oral presentations to internal and external audiences; supervise, train and evaluate assigned staff; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

## ***PHYSICAL DEMANDS***

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use keyboard to communicate through written means; and lift and carry weight of 25 pounds or less for varying periods of time; see in the normal vision range with or without correction; hear in the normal range with or without correction.

## ***APPLICATION PROCESS***

To be considered for this position, applicants must submit a City Application and Supplemental Application by 5:00 p.m., Tuesday, June 20, 2006. Applications submitted without a Supplemental Application will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.



Assigned Staff: Bobbi Bennett, Analyst (619) 409-5956 [bbennett@ci.chula-vista.ca.us](mailto:bbennett@ci.chula-vista.ca.us) • Published: 6/6/06  
Hours: 8am – 5pm Monday – Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • (619) 691-5096 • Job Hotline: (619) 691-5095

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